

**Nevada Department of Education  
Advisory Council on Parental Involvement and Family Engagement (PIFE)  
Thursday, February 18, 2016 - 9:00 A.M.**

**Meeting Locations**

NV Department of Education  
700 E. Fifth Street  
Board Room  
Carson City, NV 89701

and

NV Department of Education  
9890 S. Maryland Parkway  
2<sup>nd</sup> Floor, Board Room  
Las Vegas, NV 89183

**MINUTES**

**Call to Order; Pledge of Allegiance, Roll Call**

Meeting called to order at 9:19 a.m. Pledge of Allegiance recited. Roll call completed as indicated.

***Members in Attendance***

Denette Corrales, Chair  
Stavan Corbett  
Billie Jo Hogan  
Jennifer Hoy

Stacie Wilke  
Amanda Williams  
Julie Williams

***Members Absent***

Patricia Farley  
John Hambrick

Nick Smith  
Kelcey West

***Nevada Department of Education (NDE) Staff Members***

Cynthia Santos, Education Programs Professional  
Tricia Cook, Administrative Assistant

Greg Ott, Deputy Attorney General (DAG)

**Public Comment #1**

No public comment.

**Flexible Agenda Approval**

***Member Corbett made a motion to approve a flexible agenda.***

***Member Wilke seconded the motion.***

***Chair Corrales called for the vote and the motion carried unanimously.***

**Approval of Council Meeting Minutes**

Approval of council minutes was removed from the agenda due to delay in processing. Minutes for January 7, 2016 and February 18, 2016 meetings will be available for approval at the April 14<sup>th</sup> Advisory Council Meeting.

**Nevada Department of Education and Office of Parental Involvement and Family Engagement (PIFE)**

**Updates**

Cynthia Santos, Education Programs Professional, Parental Involvement and Family Engagement shared the following updates:

- The PIFE Advisory Council will likely present at the Sunset Subcommittee of the Legislative Commission. Cynthia will inform the Council when the date is finalized. All documentation required by the Sunset Subcommittee is ready to be presented with the exception of the work plan, which will be finalized in this meeting.
- District Liaison Bi-monthly Webinars started in January. Webinar highlights include a presentation from the National Center for Families Learning (NCFL), NDE and PIFE Council updates, and district presentations to the Council. The March webinar topics of discussion will be Parent Advisory Councils and creating a liaison communication plan.
- Cynthia takes part in monthly State Education Authority (SEA) Family Engagement Leaders Conference Calls. Topics include Every Student Succeeds Act (ESSA), the 2016 (IEL) National Family Engagement Conference and SEA in person meeting, and Academic Parent Teacher Teams (APTT).

- Governor Sandoval appointed Steve Canavero as State Superintendent of Public Instruction.
- Chair Corrales, Deputy Superintendent Dena Durish, and Cynthia presented to the Technical Advisory Committee (TAC) to Reorganize CCSD (AB394) on Wednesday, February 17th. They shared an overview of Office and Council, under NRS 385.620 and NRS 385.635, and emphasized building capacity at the school and district level by sharing national best practices on family engagement. Member Corbett expressed the importance behind presenting to the TAC to highlight the roles and responsibilities of the Office and the Council and to recognize the strengths and supports offered to the districts under legislation.
- Cynthia met with Dr. Beverly Mathis, Vice President of Early Learning, Literacy and Family Engagement at The Public Education Foundation to learn more about their family engagement efforts. She highlighted their work with NCFL and the Toyota Literacy Model. Dr. Mathis will present to the Council in June and extended an invite to Council members to visit one of the seven sites.
- The Leadership Institute of Nevada's February meeting guest speaker was Karen Mapp. She shared information on building teacher, administrator and family capacity using the Dual Capacity Framework for Family School Partnerships. Chair Corrales inquired whether Karen Mapp is being considered to speak at the Nevada Family Engagement Summit and suggested brainstorming solutions to offset speaker costs.

Chair Corrales also inquired if WestEd's APTT has a train-the-trainer model, which she sees as a way to support rural districts and build statewide cohesiveness. Chair Corrales suggested leveraging expertise from the various districts, staggering presentations from outside groups and keeping content relevant in the future.

### **Zoom Schools Legislative Implementation**

Sherri Williams, Lorna James-Cervantes and Olivia Diaz from Clark County School District (CCSD) [presented](#) on their ZOOM Schools family engagement efforts. They briefly discussed selecting ZOOM Schools, growing from 14 to 29 schools, and how they utilize district and community resources by partnering with Communities in Schools, Clark County Truancy Court and CCSD's English Language Learners (ELL) Department and FACES.

Member Corbett inquired about the metric being used to measure effectiveness and types of professional development (PD) offered. CCSD referenced parent input surveys and CCSD's annual survey, noting their goal of increasing the number of completed surveys and referred to school parent liaisons and future partnerships with FACES to build capacity. Chair Corrales asked about ways parents are informed on navigating the school chain of command when issues arise. Lorna referenced the chain of command flow chart available online in addition to comment cards available at each school and communication workshops and staff participation in numerous meetings, allowing opportunity for parents to voice concerns. Chair Corrales suggested having surveys available in different formats.

Eric Feeney, D'Lisa Crain, Denise DuFrene, and Joe Ernst from Washoe County School District (WCSD) [presented](#) on their ZOOM Schools family engagement efforts. They gave a brief overview of the ZOOM legislation and how WCSD supplements funding for family engagement as well as an overview of the ways in which ZOOM schools partner with the Family-School Partnership Office. Washoe County will be adding nine additional schools for the 2016-2017 school year. Principals Ernst and DuFrene highlighted Academic-Parent-Teacher-Teams and the Home Visitation Project and the positive impact it has had on their schools.

Member Hoy inquired about Washoe's family engagement professional development. D'Lisa explained intensive PD is provided for schools that opt to use the APTT and Home Visitation Models. WestEd is a consultant hired to build staff capacity in utilizing the APTT Model and WCSD employees are now qualified to provide trainings for schools interested in the Home Visitation Project. Principals take advantage of PD days and teachers are paid outside of contract hours to receive additional training. Member Hoy expressed an interest in creating a plan for elementary and middle schools to work together to build off one another's family engagement efforts.

### **Agenda Item #5 - Election for Chair of the Advisory Council for Parent Involvement and Family Engagement**

Deputy Attorney General Greg Ott opened the floor for nominations. Member Hoy nominated Chair Corrales to continue as Chair and noted Chair Corrales' work and leadership as Chair for the past year. Deputy Attorney General Ott asked for any additional Chair nominations and hearing none he called for a motion to vote on the nomination of Chair Corrales.

*Member Hoy made a motion to re-elect Chair Corrales as PIFE Council Chair.*

*Member Hogan seconded the motion.*

*DAG Ott asked for further comment and hearing none he called for the vote to re-elect Chair Corrales.*

*Motion carried unanimously.*

### **Council Work Group**

The [PIFE Work Plan](#) has been developed to streamline the Council's ability to demonstrate and report progress in terms of statutory responsibilities. The Council went through the most current Work Plan document to make final edits. Going forward, details from presentations given to the Council will be filled in to document successes and ensure duties are being met. The discussion led to the following suggestions:

1. **Statewide Parental Involvement Policy and District Policy Reviews**
  - Chair Corrales would like to add the date the Council made the recommendation to the State Board. Member Wilke stated she made an announcement at the January meeting of the Nevada Association of School Boards, where all counties were represented. All policies should be loaded on the district websites as well as a link on the Nevada Association of School Boards website to allow the public to go to individual schools' policies.
2. **Review information relating to communication with and participation, involvement and engagement of parents and families in each district**
  - Chair Corrales stated the Council currently does not have a specific tracking mechanism, she has asked Cynthia to go into each entity's websites to review their mandated accountability reports. The Council will have a summary worksheet similar to what was done with the district policies. The PIFE office will create the narrative report based on the worksheet for the Council's review. The Council will review ESSA updates as they become available to see where current standards match up. Due to the March meeting being cancelled and heavy agendas in the coming months, Chair Corrales suggested moving the Council's review of the document to the August meeting.
3. **Review district level effective practices to increase parental involvement and family engagement and determine the feasibility of carrying out practices statewide.**
  - Chair Corrales has asked Cynthia to create a spreadsheet to help the Council track district presentations. The presentation best practices template will standardize the information being provided to the Council, ensuring items relate to statute requirements.
  - Member Hoy noted the importance of looking at professional development from all stakeholders to ensure statewide consistency. Chair Corrales emphasized the responsibility to build capacity in the schools and districts across the state. Member Hogan noted the Regional Professional Development Centers (RPDP) as a resource for all districts.
  - Member Hogan and Chair Corrales noted the importance of funding, agreeing the conversation needs to be taken to the Legislature. Member Corbett suggested looking at how policy can help support when there are funding deficits.
  - Member Corbett noted the importance of measuring the effectiveness of the work being doing to make sure it has the desired impact. Chair Corrales would like the questionnaire template to include how PD is included, what PD is being requested, what is measured, what is the impact, what support systems are needed, and how it increases capacity.
4. **Review effective practices carried out in other states to increase parental involvement and family engagement and determine the feasibility of carrying out those practices in this State.**
  - Chair Corrales stated we need an update on the University of Southern California (USC) report, either through University of Nevada Las Vegas (UNLV) or University of Nevada Reno (UNR).
  - Chair Corrales would like to add an agenda item to have a presentation to the Council two months after any conference attendance. She would like to include a council member national conference attendance in the budget as this is another way to share information statewide.
5. **Identify methods to communicate effectively and provide outreach to parents, legal guardians and families who have limited time to become involved in the education of their children**
  - The Council has not done any work yet on understanding district policies on communication however, the presentation template will be helpful in seeing what the districts are doing; it would be advantageous to

bring the charters to the table as well. Chair Corrales would like to reinforce the policy on meaningful effective two way communication.

- Member Wilke pointed out the only districts that have communication offices are Washoe and Clark, many districts do not even have a communication person. Chair Corrales stated she would like Washoe Clark to highlight their strategies in a presentation, likely on the July or August agendas. She would like to have the district liaisons dial in for that portion of the meeting so they can see what is being done and use in their own districts when possible.

6. **Identify the manner in which the level of parental involvement and family engagement affects performance, attendance and discipline**

- Chair Corrales doesn't feel we are doing enough tracking and reporting in regards to parent teacher participation correlating to student attendance and performance. She would like the Council to spend more time researching this. Members Hogan and Hoy noted issues with the accountability report attendance requirement being massively affected by even small absences.
- Chair Corrales inquired about other standardized data would we have available to validate that data. Discussion followed noting the need to have better tracking of parent involvement at the school level. Chair Corrales suggested reaching out to the Family Engagement Offices in Clark and Washoe to see what reports they may have.
- Cynthia noted Dr. Lisa Morris Hibbler will be presenting in May with Joe Morgan, which will give the Council ideas of how to measure the impact of family engagement. Chair Corrales stated district presentations are a good place to start and give ideas on where to go next. She would like to schedule similar districts and programs on the same day.

7. **Identify methods to communicate effectively with and provide outreach to parents, legal guardians and families of pupils who are limited English proficient.**

- Chair Corrales commented she will be interested to hear more when new charter Equipo Academy opens. She would also like more information on the Mariposa School Washoe referred to in their presentation.
- Las Vegas Downtown Achieves may have data on this, as they are very high ELL. The presentations logged on the template will be helpful in documenting where the Council is addressing this.

8. **Determine the necessity for the appointment of a statewide parental involvement and family engagement coordinator or a parental involvement and family engagement coordinator in each school district, or both.**

- Chair Corrales noted the Council needs to ensure they create the body of work to support the need for and encourage the growth of the PIFE Office. There is more that could be done if there were more people to do the work. The Council needs to ensure we are capturing the benefits of the Office within our minutes, tasks, and Council work in the annual reports required through the Nevada Department of Education and the Legislature Annual reports.

*At this point in the meeting, quorum was lost. The work plan will be submitted to the Sunset Subcommittee as draft.*

9. **Work in collaboration with the Office of Parental Involvement and Family Engagement created by NRS 385.630 to carry out the duties prescribed in NRS 385.635.**

- Chair Corrales noted, in order to comply with #8, the work plan needs to identify ongoing steps such as the tracking sheet, working with liaisons, as well as the other items Cynthia reports back to the council on.

10. **On or before July 1 of each year, submit a report to the Legislative Committee on Education describing the activities of the Advisory Council and any recommendations for legislation.**

- Chair Corrales stated deadlines will need to be considered to ensure the report is presented and approved by the Council in enough time to get it submitted. She noted the Council's report has historically been included in the Office's report, which may be taking a little away from both the Office and the Council duties. Chair Corrales noted the draft will need to be done in April so this item can be presented and voted on the May agenda. The report will be a narrative summary of the work plan.

11. **On or before February 1 of each odd-numbered year, submit a report to the Director of the Legislative Counsel Bureau for transmission to the next regular session of the Legislature describing the activities of the Advisory Council and any recommendations for legislation.**

- Chair Corrales noted this is a second piece to the July report, the same template will be followed and the Council will update the narrative and add highlights as needed.

**2016 Parental Involvement and Family Engagement Summit**

Cynthia shared the following updates regarding the 2016 Nevada Family Engagement Summit:

- The Summit will be held on Saturday, October 15<sup>th</sup> at Northwest Career and Technical Academy
- The title voted on by the Steering committee is “2016 Nevada Family Engagement Summit: Pathways to Progress for Student Achievement”
- Save the Date flyer is being finalized and will be distributed later this month
- The Nevada PTA approved acting as the fiscal agent for the conference. Cynthia thanked Member Julie Williams and Member Corbett for their assistance in coordinating.
- A list of Summit Steering Committee Members will be provided at the April 14<sup>th</sup> meeting.

**Teachers and Leaders Council Update**

Kathleen Galland-Collins NDE Education Programs Professional, Office of Educator Development and Support shared a [presentation](#) update on the [Teachers and Leaders Council \(TLC\)](#). She gave a brief history of the Council and an overview of the Nevada Educator Performance Framework (NEPF). Kathleen discussed the Family Engagement indicators found in both the Teacher Professional Responsibilities Standards and the Administrator Professional Responsibilities Standards.

Chair Corrales expressed disappointment that Teacher Instructional Practice Standards are weighed higher than the Teacher Professional Responsibilities Standards, making family engagement a very small percent of the evaluation. She asked if any changes will be made in the future. Kathleen noted TLC will be collecting data down to the standard level during implementation and will be able to adjust the NEPF if needed.

**Future Agenda Items**

April 14, 2016

- The March Advisory Council Meeting is cancelled, the April meeting will have a full agenda.

**Standing Agenda Items**

- Standing agenda items for reports: work group(s) or updates as necessary
- Updates on legislative issues, implementation, and policies
- District presentations on Family Engagement policies, implementation, challenges, and successes
- Summit update(s)

**Future Meetings**

- Possibly reschedule DAG Ott when new members are in attendance
- June/August or September district family engagement policy reviews

**Public Comment #2**

No public comment

**Adjournment**

Chair Corrales adjourned the meeting at 1:33 p.m.